

District of Columbia Office of Motion Picture and Television Development
2025 M Street, NW, Suite 600, Washington, DC 20036
202-727-6608 <http://film.dc.gov> film@dc.gov

Production Assistant Training Seminar

The District of Columbia Office of Motion Picture and Television Development (MPTD), in partnership with Production Assistant Training Seminars, LLC (PATs) will offer a Production Assistant training seminar on **Saturday, July 17, 2010**. The seminar is a one-day training program for **District residents**, taught by experienced industry professionals, for individuals interested in pursuing a future career in film and video production, who are ready to take the first step and “get their feet in the door”. Upon completion of the program, participants will be enrolled in PATs’ national database of qualified production assistants and MPTD will work to place graduates on the sets of film and video projects produced in the District.

What is a Production Assistant?

Production Assistant is the entry-level position in the film and video production industry, providing support to the rest of the crew on film, television, commercial, music video and other production sets. After working as a PA to gain experience and contacts, you can move up into more skilled positions in specific crew departments. Everyone in the industry starts as a PA.

As a PA you can expect to work long hours (including early morning, nighttime, and weekends), often on your feet, in all weather conditions. Production Assistant is typically a freelance position. PAs normally are hired day-to-day, and project-to-project. Pay rates vary based on the type, size, and budget of each project, but typically start at about \$100-\$150/day with no benefits. Please seriously consider whether these working conditions are right for you before applying for this seminar.

What is included in the seminar?

The seminar, taught by film industry professionals, will provide a thorough orientation of the film industry and the protocols and procedures needed to work confidently on any film or television set. Practical hands-on drills and one-on-one coaching will be offered throughout the day. Some of the topics covered include:

- The Director's Team
- Your First Day
- Set safety and protocol
- Background performers
- Resume and interview skills
- Script Breakdown
- Walkie talkie etiquette
- Production Paperwork
- Other PA jobs
- Job search techniques

Who should apply?

This program is open to District of Columbia residents only. No previous production experience or knowledge is required. To be eligible to apply you must meet all of the following criteria:

- Live in the District of Columbia & be eligible to legally work in the U.S.
- 18 years or older
- Have a valid driver's license (most PA jobs will require driving) – proof of driver's license required at registration
- Available and able to attend the full-day training on Saturday, July 17 (8:30 AM to 5:30 PM) at American University, Wechsler Theater (4400 Massachusetts Ave, NW).

How much does the seminar cost?

This seminar is sponsored by the District of Columbia Office of Motion Picture and Television Development and is offered at no cost to District residents. **Space is limited to 50 participants and seats will be filled on a first-come, first-served basis. Only complete applications will be considered for applicants meeting all of the eligibility requirements.**

How to apply?

The application deadline is **July 7, 2010**. Applications will be accepted by mail, email, fax, and in person at the MPTD office. You may request an application by calling 202-727-6608, emailing film@dc.gov, visiting <http://film.dc.gov>, or in person at the MPTD office (2025 M Street, NW, Suite 600).

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Saturday, July 17, 2010
8:30AM – 5:30PM
Wechsler Theater
Mary Graydon Center, Room 315
American University School of Communication
4400 Massachusetts Avenue NW
Washington DC 20016

Application Deadline: July 7, 2010

Applicant's Full Legal Name: _____
Last Name First Name Middle Name

Are you a resident of the District of Columbia? _____ Yes _____ No

Applicant's permanent Address: _____

Applicant's phone number: _____

Applicant's email address: _____

Are you 18 years or older? _____ Yes _____ No

Are you eligible to legally work in the U.S.? _____ Yes _____ No

Do you have a valid driver's license? _____ Yes _____ No

Are you available and able to attend the
full-day training on Saturday, July 17? _____ Yes _____ No

How did you hear about this training program? _____

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